



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

KEITH W. COOLEY
DIRECTOR

STATE BOUNDARY COMMISSION

TIMELINE FOR THE INCORPORATION OF A HOME RULE VILLAGE

ACTION

TIMELINE

PART I. OBTAINING APPROVAL FOR INCORPORATION

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| 1. Preparation Activities: task force comprised of residents, survey, public forums | |
| 2. Prepare draft petition | |
| 3. Circulate petition for signatures | |
| 4. File petition with State Boundary Commission | |
| 5. Boundary Commission legal sufficiency meeting | Approximately 90 days after filing |
| 7. Public Hearing conducted by Boundary Commission | Approximately 60-90 days after legal sufficiency meeting (Only if approved) |
| 8. Submit additional public comment to Boundary Commission | 30 day period following public hearing |
| 9. Rebuttal Period
(7 day rebuttal period for material received at Public Hearing & during 30 day period for involved parties (twp, village, city) only) | Approximately 60-90 days after public hearing |
| 10. Adjudication
(Commission deliberation on docket material, evidence & recommendation) | Approximately 60-90 days after rebuttal period |
| 11. Adopt Findings of Fact | Approximately 30-60 days after adjudication |
| 12. Director of Department of Labor & Economic Growth Issues Order | Approximately 1-2 weeks |

**IF THE ORDER DOES NOT APPROVE THE INCORPORATION PROCESS
TO MOVE FORWARD, THE PROCESS ENDS.**

**IF THE ORDER APPROVES THE INCORPORATION PROCESS TO MOVE
FORWARD, AND A REFERENDUM PETITION IS FILED, THEN GO TO PART II.**

**IF THE ORDER APPROVES THE INCORPORATION PROCESS TO MOVE
FORWARD, AND A REFERENDUM PETITION IS NOT FILED, THEN GO TO PART III.**

PART II. REFERENDUM

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| 1. Circulate referendum petition for signatures | |
| 2. File referendum petition with the Boundary Commission | Within 45 days of the date the Order is signed by the Director. |
| 3. Boundary Commission determines legal sufficiency of referendum petition | Approximately 2 months after of filing |
| 4. Referendum election | Date set by Boundary Commission to coincide with Michigan Election Law |

IF THE INCORPORATION IS APPROVED BY REFERENDUM, THEN A CHARTER MUST BE ADOPTED WITHIN 2 YEARS OF THE DATE THE APPROVAL ORDER BECOMES EFFECTIVE.
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PART III. ADOPTION OF CHARTER *(DOES NOT INVOLVE THE STATE BOUNDARY COMMISSION)*

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| 1. Charter Commission candidates file nominating petitions | |
| 2. Election of 5 charter commissioners | |
| 3. Write draft charter | Charter Commission must meet within 10 days of election; frame draft within 90 days |
| 4. Charter review by governor's office | |
| 5. Election on charter | |
| 6. If charter does not pass repeat steps 3, 4, and 5 | |
| 7. If charter is approved, the effective date of the new city is the date stated in the charter. | |

IF A CHARTER IS NOT ADOPTED WITHIN 2 YEARS OF THE DATE OF THE DEPARTMENT ORDER, THE INCORPORATION PROCESS ENDS.
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